

# IMPORTANT VEHICLE POOL INFORMATION

## How To Place A Vehicle Reservation

To access the vehicle reservation system one just goes to the **COUNTY INTERNAL WEB** and clicks on “**VEHICLE POOL RESERVATIONS**” under the main menu and then “**PLACE RESERVATION.**”

The user will select one of two departure locations (Holbrook or Show Low). The Holbrook pool is located in the employee parking lot west of the administration complex building. The Show Low pool is centrally located at the White Mountain Facility Complex in Show Low.

Once the departure location is chosen, pool vehicles for that location are shown as available. The next screen the user sees will be where he/she types in their “county user name” which is **FIRST NAME.LAST NAME**. **It is important to put the period between the first and last name with no spaces.** Continue filling in the destination, purpose and date range the vehicle is needed. Once that information is entered, hit “**SELECT VEHICLE.**” The system will then display all available vehicles for the date range entered. Choose the vehicle you want and scroll down and click “**PLACE RESERVATION.**” That’s it! An e-mail confirmation is automatically sent to the user and will list the details of the reservation.

- If departing from Holbrook, the keys for the vehicle can be picked up at the Board of Supervisors Office during normal business hours (8 am to 5 pm M-F). Please return the keys to the same location.
- If departing from Show Low, the keys for the vehicle can be picked up from the receptionist at the White Mountain Facility during normal business hours (8 am to 5 pm M-F). Please return the keys to the same location.

There is a \$10 daily use charge for each vehicle (\$20 for the 1500 Pickup, Suburban and Crown Victoria’s) that will automatically be billed to the user’s department on the first of each month. The cost of all fuel is included in the daily use charge. **Please note: The daily use fee is based on the date range of the reservation. If the vehicle is reserved on one day and returned on another, multiple days will be charged. Since vehicles can be reserved for use 7 days a week, weekend days also count. In order to avoid additional charges on a single day reservation, the vehicle must be returned the same day. To facilitate late arrivals, an after-hours key return slot has been installed near the entrance by the Code Talkers room at the Holbrook administration building.**

Please respect the reservations of others and return the vehicle to its designated parking space on time. If returning after normal business hours in Show Low, there is a key return lock box available for your convenience. To report a problem with a vehicle, there is a form in the glove compartment that can be turned in with the keys. There is also emergency contact information listed on that form.

Please remember to remove your personal property and belongings and any trash and refuel the vehicle before turning it back in. Thank you!

Fleet Operations